

Position Title: Executive Assistant & Communications Coordinator**Department:** Community Development & Recreation**Reports To:** Clerk Treasurer/ CAO**Position Type:** Full-Time**Location:** Village of New Minas**Position Summary**

The Executive Assistant & Communications Coordinator provides high-level administrative, communications, and organizational support to the Clerk Treasurer / CAO and the Village Commission. This position is responsible for coordinating corporate communications, managing public information channels, supporting governance processes, and ensuring efficient administrative operations. The role strengthens transparency, public engagement, and internal workflow across the organization.

Key Responsibilities**1. Administrative Support to the CAO and Commission**

- Prepare, format, and distribute Commission meeting agendas, minutes, and supporting documents.
- Track and coordinate follow-up actions arising from Commission decisions.
- Manage the CAO's calendar, correspondence, and scheduling.
- Assist with drafting, editing, and formatting policies, bylaws, reports, and briefing materials.
- Support records management, filing systems, and document control.
- Assist with FOIPOP requests and ensure compliance with legislative requirements.
- Coordinate internal communications and workflow between departments.

2. Corporate Communications

- Develop and implement communications plans, notices, and public updates.
- Manage the Village's website, ensuring timely posting of documents, notices, and updates.
- Oversee social media channels and ensure consistent, professional messaging.
- Prepare media releases, public advisories, and community announcements.
- Support public engagement initiatives, surveys, and community outreach.
- Ensure all communications reflect the Village's brand, values, and strategic priorities.

3. Project and Research Support

- Assist the CAO with research, data gathering, and preparation of briefing materials.
- Support special projects, strategic initiatives, and intergovernmental communications.
- Coordinate logistics for public meetings, consultations, and community events.
- Track project timelines, deliverables, and reporting requirements.

4. Administrative Operations

- Support financial processes such as invoice coding, purchase orders, and budget tracking as assigned.
- Provide customer service to residents, partners, and stakeholders.
- Assist with onboarding and administrative support for staff and volunteers.

Qualifications

- Diploma or degree in Business Administration, Communications, Public Relations, Office Administration, or related field, or equivalent experience.
- 3–5 years of experience in administrative support, communications, or related roles, including website and social media management.
- Strong written and verbal communication skills, with excellent organization, accuracy, and attention to detail.
- Proven ability to manage multiple priorities, work independently, and collaborate effectively within a small team.
- High level of professionalism, interpersonal skills, and ability to maintain confidentiality with sensitive information.
- Proficiency with Microsoft Office Suite and digital communication tools; knowledge of municipal governance is an asset.

Core Competencies

- Professionalism and Integrity
- Communication and Public Engagement
- Attention to Detail
- Adaptability and Initiative
- Customer Service Orientation
- Team Oriented and Collaborative

Position Impact

This role enhances the Village's administrative capacity, strengthens public communication, supports transparent governance, and ensures the CAO's office can operate efficiently and strategically. The position is central to improving service delivery, public engagement, and organizational effectiveness.